

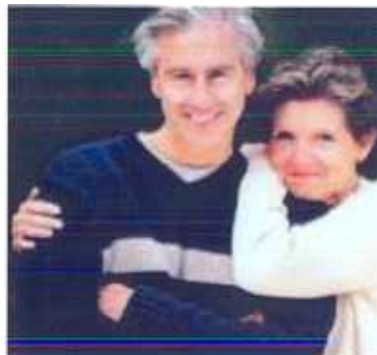
Separation or Retirement Examination

The separation (or retirement) physical examination is reserved for employees and eligible family members (EFMs) leaving the US Department of State or the Foreign Service. The process of returning to the US may be filled with stress involved with completing job assignments and packing-out. However, the following information will help explain the process and empower you to make informed choices that best suit your needs.

Why Do I Need a Separation or Retirement Exam?

The medical examination performed at the time of separation from the Medical Program serves to identify medical conditions that may have developed during service abroad. Please submit the completed forms within 90 days of the separation or retirement date.

The employee and EFM may start six months prior to retiring or separating from the Foreign Service. Travel orders are not required to start the process.



*Residing within 50 miles of DC?
If so, then you are required to have
the separation exam done in the
Exam Clinic.*

Where should I have the examination completed?

- 1. CONUS Option:** The employee and EFMs are encouraged to have the separation exam completed by their private medical provider in the US. This is an opportunity to establish (or re-establish) a professional relationship with your primary care provider. The choice is up to you.
- 2. Exam Clinic Option:** Appointments for separation or retirement examinations are available in the Exam Clinic, SA-1, Room L206 Columbia Plaza, Washington, D.C.
Phone: (202) 663-1779 or (202) 663-1782 to request an appointment.
- 3. Post Health Unit Option:** If you would like the examination at post, please contact your Foreign Service Medical Provider (RMO or FSHP) for guidance.

The Medical Separation Process

The employee completes the required form for each member of the family. Laboratory, chest x-ray and clinical evaluation are required.

Required Medical Forms:

DS-1843 for Adults and DS-1622 for Children are the medical forms to document the examination.

Form DS-3069 authorizes payment of the separation exam and may be issued at an overseas post.

FAX, do not mail, the forms to Medical Records
FAX: (703) 875-4850 or (703) 875-5414. Keep original documents for your permanent files.

“Trust but verify” the information was received:
Call (703) 875-4842 or e-mail MedMR@state.gov to confirm documents were received in Medical Records.

Medical Clearances reviews the submitted documentation and retains a copy in your permanent medical file.



Medical Claims: Call (703) 875-4842 or e-mail MedClaims@state.gov regarding the medical claims process.

Tips for Your Separation Medical Examination

Take charge! Ask questions! Get involved! The separation or retirement examination is a benefit. Take advantage of the opportunity.

Clearly print the person's name on each page submitted to Medical Records.

Provide a valid phone number, mailing and e-mail address good for 90 days when you submit the paperwork.

List your prescription medications, hospitalizations, and medical conditions since your last clearance action.

WAE Employee? If you are retiring and plan to work as a WAE, please mark the form with your intentions. It is also helpful to send a cover sheet with your future plans as a WAE.

Questions: Call Medical Clearances (703) 875-5411 or visit the Office of Medical Services Medical Clearances' website on the Department of State [Intranet](http://medical.state.gov): <http://medical.state.gov>

Mission Statement:
"To safeguard and
promote the health
and well being of
America's global
Diplomatic
community."



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Department of State Publication

**Office of Medical Services
Printed October 2007**



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